# Request for a rent refund cheque

Rent Account no:

Names of tenants:

Address to which refund cheque should be sent (Block Capitals please):

…………………………………………………………………

………………………………………………………………...

…………………………………………………………………

Please note: In the case of a JOINT TENANCY, the cheque will be made payable to both tenants. If your bank account is only in the name of one of the tenants, please enter in the following space, the name of the tenant to whom the cheque should be payable. Alternatively the cheque can be made payable to anyone of your choice.

Payable to ………………………………………………………………………….

This form must be signed by ALL named tenants:

Signature: …………………………………………… Amount £

Signature: …………………………………………...

**IMPORTANT INFORMATION**

Before a rent refund is given, a check will be made that you do not owe any monies to the Council. Please note the refund request can take up to 28 days to process.

If you do owe money to the Council, for example for Council Tax or Housing Benefit overpayment, an equivalent amount will be deducted from the refund.

If a refund is issued and it is subsequently found that you owe money to the Council, steps will be taken to recover the amount directly from you.

Please return your form to: Tenant and Leaseholder Service, Thanet District Council, PO Box 9, Cecil Street, Margate CT9 1XZ